



**VIOLATIONS BUREAU
INFORMATION**

City of Eugene
Eugene Municipal Court

DO YOU:

- * **HAVE A GOOD DRIVING RECORD?**
- * **DESIRE A REDUCTION IN THE PRESUMPTIVE FINE AMOUNT?**
- * **NEW CHARGE DID NOT INVOLVE AN ACCIDENT OR OCCUR IN A CONSTRUCTION OR SCHOOL ZONE.**
- * **WANT TO RECEIVE A FINE REDUCTION WITHOUT HAVING TO APPEAR AT A COURT SESSION?**

If you have answered yes to these questions, you may want to know more about the Violations Bureau at Eugene Municipal Court. If you have 2 or less moving violations (including your new charge) within the past two years you may qualify for a reduction of the presumptive fine amount.

To initiate the process you must contact the court in person or by phone.

- * You may contact the court at 541-682-5400 to utilize the Violations Bureau option over the phone using MasterCard or VISA debit or credit card.
- * You may appear in person at Eugene Municipal Court, 1102 Lincoln Street, Monday through Friday (excluding holidays) 7:45 am to 4:00 pm. The court will accept payments at the counter in the form of cash, check, money order, or MasterCard or VISA debit or credit card.

Charges eligible for the Violations Bureau process are listed on the Violations Bureau Presumptive Fine Reduction schedule. You may access this schedule on the Eugene Municipal Court web site at www.eugene-or.gov, or view a copy posted in the Eugene Municipal Court lobby.

Full payment of the reduced amount is required when utilizing the Violations Bureau option. After paying the reduced fine you are required to submit the completed Violations Bureau waiver form. If you are completing the process after you have paid over the phone you may use the form located on the back of this handout or a print one from the Eugene Municipal Court website. The court must receive the completed Violations Bureau Waiver form (by mail, fax, or hand delivered) no later than two weeks after making your payment. It is your responsibility to follow-up with the court prior to the due date to confirm the signed waiver form has been received by the court.

If you have any questions please call 541-682-5400.



**VIOLATIONS BUREAU
WAIVER FORM**

City of Eugene
Eugene Municipal Court

I, the undersigned, do hereby enter my appearance on the offense(s) below. I have been informed of my right to a trial, and WAIVE my right to a TRIAL. I understand, upon consideration of my driving record, that I will pay the presumptive fine amount set by the Court. Payment of the presumptive fine amount constitutes consent to forfeiture and disposition of the violation by the clerk as provided by the rules of the Court.

I understand completion of the violations bureau process via the phone requires submittal of this signed waiver form by the due date provided by the violations bureau clerk. It is my responsibility to submit the signed form to the court and confirm the court received this form by the assigned due date. I further understand failure to do so will result in a guilty by default finding and the court will impose the full amount of the original presumptive fine. If I am found guilty by default for failing to return the signed waiver form, the reduced presumptive fine payment received by the court will be applied to the new total amount owing and I will be responsible for paying the full amount outstanding.

I understand this will be considered a conviction and the court will send this record to the Licensing Authority of the State and/or the State where I received my license to drive.

Offense(s)

Printed Defendant's Name

Driver's License Number and State

Telephone Number

Mailing Address

City

ST

ZIP

Defendant's Signature

Date

Violations Bureau Clerk

Court Authorization Code

VB Waiver for Officers.doc Updated 7-18-12